
**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED IT SCHEDULE PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is **<http://www.gsaadvantage.gov>**

**SCHEDULE 70 - GENERAL PURPOSE COMMERCIAL INFORMATION
TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES**

FSC CLASSES:

Code D301- Facility Management
Code D302-Systems Development Services
Code D306-Systems Analysis Services
Code D307-Automated Information Systems Services
Code D308-Programming Services
Code D310-Backup and Security Services
Code D311-Data Conversion Services
Code D313-Computer Aided Design Services and Computer Aided Manufacturing Services
Code D316-IT Network Management Services
Code D317-Creation/Retrieval of IT Related Data Services, Creation/Retrieval of Other Information Services, and Creation/Retrieval of IT Related Automated New Services
Code D399-Other Information Technology Services, Not Elsewhere Classified

CONTRACTOR:

EXECUTECH STRATEGIC CONSULTING, LLC
4000 GENESEE PLACE, SUITE 213
WOODBIDGE, VA 22192-8302
WEBSITE: www.esc-techsolutions.com

CONTRACT NUMBER: GS-35F-0178W

**CONTRACT PERIOD: December 30, 2009 through December 29, 2019 – Option Year 1 -
(Including all modifications through PS-0011 dated November 7, 2014)**

BUSINESS SIZE: Small Business Concern

CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

Special Item Numbers	Description
132 51, 132-51STLOC, 132-51RC	Information Technology Professional Services

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Note 2: Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

1b. The Lowest Priced Labor Category Rate

SIN	Labor Category Title	GSA Hourly Rate	
132-51, 132-51STOC, 132-51RC	Task Order Manager	Contractor Site	Client Site
		-	\$46.97

2. GEOGRAPHIC SCOPE OF CONTRACT The Geographic Scope of Contract will be **Domestic Delivery** only. Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

3. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION

ExecuTech Strategic Consulting, LLC.
12701 Marblestone Drive, Suite 150
Woodbridge, VA 22192-8326

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

571-285-3331 ext. 101 (voice)

571-285-3360 (fax)

4. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

5. DATA UNIVERSAL NUMBERING SYSTEMS (DUNS): 606791643

6. TAX IDENTIFICATION NUMBER (TIN): 20-3589464

7. BUSINESS SIZE: Small Business Concern

8. CAGE CODE: 461J5

9. ExecuTech Strategic Consulting, LLC. is registered within the System for Award Management (SAM).

10. WARRANTY/GUARANTEE PROVISION:

Special Item Numbers	Warranty/Guarantee
132-51, 132-51STLOC, 132-51RC	All work performed under the contract will be done in a satisfactory workmanlike manner.

11. FOB POINT – Destination

12. DELIVERY SCHEDULE:

a. **Time of Delivery**-The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

Special Item Numbers	Normal Delivery	Expedited Delivery
132-51, 132-51STLOC, 132-51RC	Upon agreement between ExecuTech Strategic Consulting, LLC. and the Ordering Activity	Upon agreement between ExecuTech Strategic Consulting, LLC. and the Ordering Activity

b. **Urgent Requirements** - When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

13. DISCOUNTS: Prices shown are NET Prices; Standard Discounts have been deducted.

Standard Discount	Client: 1%-31% Contractor Site: 9.90%-9.91%
Prompt Payment Discount	None Offered
Quantity Discounts	None Offered
Volume Discounts	None Offered
Government Educational Institutions Discounts	Offered the same discounts/concessions as all other Government customers under this contract
Other: (Specify)	None Offered

14. TRADE AGREEMENTS ACT OF 1979, as amended:

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

15. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING: Not offered under this contract

16. SMALL REQUIREMENTS: The minimum dollar value of orders to be issued is **\$2,500.00**

17. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.):

The Maximum Order value for the following Special Item Numbers (SINs) listed below is

\$500,000:

Special Item Numbers 132-51, 132-51STLOC, and 132-51RC – IT Professional Services

18. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS:

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

19. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION

STANDARDS REQUIREMENTS: Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

19.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS

(FIPS PUBS): Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

19.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

20. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)

- (a) **Security Clearances:** The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

- (b) **Travel:** The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) **Certifications, Licenses and Accreditations:** As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) **Insurance:** As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) **Personnel:** The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) **Organizational Conflicts of Interest:** Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) **Documentation/Standards:** The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) **Data/Deliverable Requirements:** Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) **Government-Furnished Property:** As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) **Availability of Funds:** Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) **Overtime:** For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

21. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES: Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

22. GSA ADVANTAGE!:

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.gsaadvantage.gov>

23. PURCHASE OF OPEN MARKET ITEMS:

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

24. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS:

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.

(3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

25. OVERSEAS ACTIVITIES:

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

None

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

26. BLANKET PURCHASE AGREEMENTS (BPAs):

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

27. CONTRACTOR TEAM ARRANGEMENTS:

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

28. INSTALLATION, DEINSTALLATION, REINSTALLATION:

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

29. SECTION 508 COMPLIANCE:

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following website: **Not applicable**

30. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES:

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:
This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

31. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5):

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
 - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
 - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

32. SOFTWARE INTEROPERABILITY:

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

33. ADVANCE PAYMENTS:

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51, 132-51STLOC, and
132-51RC)**

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51, 132-51STLOC and 132-51RC - Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

- (1) Cancel the stop-work order; or
- (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS -COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I -OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

9. INDEPENDENT CONTRACTOR

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional Services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

- (a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- (b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
 - (1) The offeror;
 - (2) Subcontractors; and/or
 - (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING EQUIVALENCIES

The labor category descriptions below describe the functional responsibilities, education and experience requirements for each labor category. These are guidelines for the types of experience and educational background of typical personnel in each labor category.

Education and experience may be substituted for each other. Each year of relevant experience may be substituted for one year of education, and vice versa. In addition, certifications, professional licenses, and vocational/military/technical training may be substituted for experience or education.

Degree	Experience / Equivalence	Other Equivalencies
Associates	2 Years Relevant Experience	Vocational/Military/Technical Training in Work Related Field Professional Certification Professional License
Bachelors	Associates + 2 years relevant experience, or 4 years relevant experience	
Masters	Bachelors + 4 years relevant experience	
Doctorate	Masters + 4 years relevant experience, or Bachelors + 8 years relevant experience	

Degree/Experience Equivalency*

* Successful completion of higher education that has not yet resulted in a degree may be counted, one for one, as years of experience for each year of college completed.

COMMERCIAL JOB TITLE: ADMINISTRATIVE SPECIALIST

MINIMUM/GENERAL EXPERIENCE: 10 years experience performing diverse and advanced administrative and clerical duties for an Executive-level Manager.

FUNCTIONAL RESPONSIBILITIES: Assignments generally involve work of a confidential nature and require knowledge of company practices and procedures. Facilitates decision-making. Assembles and analyzes information, prepares reports, manuals, agendas, correspondence and memoranda. Answers mail and inquiries on own initiative, follows up with other departments to ensure that requests are carried out. Arranges and schedules appointments and travel reservations. Answers telephone calls, tactfully handles inquiries and/or transfers calls

appropriately. Plans layout of complex reports, statistical tables, and prepares materials in final form.

Provides support to a program/project. Assists in the preparation and control of records, statistics, and reports regarding operations, personnel changes, etc. Serve as project administrative liaison regarding administrative issues related to purchasing, personnel, facilities, and operations. Develops solutions to problems of varied complexity.

MINIMUM EDUCATION: Associate's degree or equivalent experience.

COMMERCIAL JOB TITLE: BUSINESS CASE ANALYST

MINIMUM/GENERAL EXPERIENCE: 2 years business case experience in the federal/commercial IT services business sector.

FUNCTIONAL RESPONSIBILITIES: Identifies costs for existing IT systems (maintenance, operations, etc). Identifies life cycle costs for proposed IT systems (development, operations, maintenance). Identifies cost savings/cost avoidance associated with retirement of old system or improved performance of new system. Provides briefings on analyses conducted.

MINIMUM EDUCATION: Bachelor's Degree in a related field.

COMMERCIAL JOB TITLE: CAPITAL/STRATEGIC PLANNER

MINIMUM/GENERAL EXPERIENCE: 2 years policy development and strategic planning experience in the federal business sector.

FUNCTIONAL RESPONSIBILITIES: Provide policy development, review, and updates; process analyses, reports, and recommendations. Provide strategic planning expertise to assist in the development of plans and documentation support the client. Coordinate activities and support document to ensure alignment with the directives and plans for delivery of solutions across the enterprise.

MINIMUM EDUCATION: Bachelor's degree in a related field.

COMMERCIAL JOB TITLE: CERTIFICATION AND ACCREDITATION SPECIALIST I

MINIMUM/GENERAL EXPERIENCE: 3 years performing all procedures necessary to ensure the security of applications, software and/or systems to protect from intentional or inadvertent access or destruction.

FUNCTIONAL RESPONSIBILITIES: Adheres to the accreditation/certification processes. Interfaces with user community to understand their security needs on an application program level and assists with implementing procedures to accommodate them. Ensures that user community understands and adheres to necessary procedures to maintain security. Conducts accurate evaluation of the level of security required.

MINIMUM EDUCATION: Associate's degree in computer science or related technical field.

**COMMERCIAL JOB TITLE: CERTIFICATION AND ACCREDITATION
SPECIALIST II**

MINIMUM/GENERAL EXPERIENCE: At least 5 years performing all procedures necessary to ensure the security of applications, software and/or systems to protect from intentional or inadvertent access or destruction.

FUNCTIONAL RESPONSIBILITIES: Administers the accreditation/certification processes. Interfaces with user community to understand their security needs on an application program level and implements procedures to accommodate them. Ensures that user community understands and adheres to necessary procedures to maintain security. Conducts accurate evaluation of the level of security required.

MINIMUM EDUCATION: Bachelor's degree in computer science or related technical field.

**COMMERCIAL JOB TITLE: CERTIFICATION AND ACCREDITATION
SPECIALIST III**

MINIMUM/GENERAL EXPERIENCE: At least 7 years performing all procedures necessary to ensure the security of applications, software and/or systems to protect from intentional or inadvertent access or destruction.

FUNCTIONAL RESPONSIBILITIES: Oversees the accreditation/certification processes. Interfaces with user community to understand their security needs on an application program level and implements procedures to accommodate them. Ensures that user community understands and adheres to necessary procedures to maintain security. Conducts accurate evaluation of the level of security required. Provides management with status reports. May supervise lower-level C&A Specialists.

MINIMUM EDUCATION: Bachelor's degree in computer science or related technical field; Master's degree preferred.

**COMMERCIAL JOB TITLE: CHANGE MANAGEMENT SUBJECT MATTER
EXPERT**

MINIMUM/GENERAL EXPERIENCE: 10 years experience and knowledge with defining requirements, developing procedures/processes and implementing in accordance with ITIL technology management standards.

FUNCTIONAL RESPONSIBILITIES: Provides extremely high level subject matter expertise for work described in the program/task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems which require doctorate level knowledge of the subject matter for effective implementation. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task order requirements. Provides advice on esoteric problems which require extensive knowledge of the subject matter. Designs and prepares technical reports, studies, and related documentation, makes charts and graphs to record results, prepares and delivers presentations, training, and briefings as required by the task order.

MINIMUM EDUCATION: Master's degree in a related field.

COMMERCIAL JOB TITLE: COMPUTER SECURITY SYSTEM SPECIALIST, ASSOCIATE

MINIMUM/GENERAL EXPERIENCE: 2 years experience working in Information Security in a computer/ network/security role providing Information Security support.

FUNCTIONAL RESPONSIBILITIES: Under specific direction, analyzes user needs and current security regulations and guidelines to determine IA functional requirements. Performs functional allocation to identify tasks that must be completed and interrelationships among those tasks. Identifies required resources. Analyzes and defines IA security requirements for MLS systems and non-MLS systems. Designs, develops, engineers, and implements solutions to MLS and non-MLS requirements. Gathers and organizes technical information about an organization's missions, goals, and requirements; existing security products; and ongoing IA programs.

MINIMUM EDUCATION: Bachelor's degree in a related field.

COMMERCIAL JOB TITLE: COMPUTER SECURITY SYSTEM SPECIALIST, INTERMEDIATE

MINIMUM/GENERAL EXPERIENCE: 3 years working in Information Security in a computer/network/ security role providing Information Security support.

FUNCTIONAL RESPONSIBILITIES: Under general supervision, analyzes and defines security requirements for MLS issues. Designs, develops, engineers and implements solutions to MLS requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products and ongoing programs in the MLS arena. Performs risk analyses, which also includes risk assessment. Provides technical support for secure software development and integration tasks, including reviewing work products for correctness and adhering to the design concept and to user standards. Knowledgeable of Security/IA products such as PKI, VPN, firewalls, and intrusion detection systems. Analyzes and recommends resolution of security/IA problems on the basis of knowledge of the major IA products and services, an understanding of their limitations, and knowledge of the IA disciplines.

MINIMUM EDUCATION: Bachelor's degree in a related field.

COMMERCIAL JOB TITLE: COMPUTER SECURITY SYSTEM SPECIALIST, LEAD

MINIMUM/GENERAL EXPERIENCE: 8 years working in Information Security in a computer/network/ security role providing Information Security support.

FUNCTIONAL RESPONSIBILITIES: Under general supervision, analyzes and defines security requirements for MLS issues. Designs, develops, engineers and implements solutions to MLS requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products and ongoing programs in the MLS arena. Performs risk analyses, which also includes risk assessment. Provides technical support for secure software development and integration tasks, including reviewing work products for correctness and adhering to the design concept and to user standards. Knowledgeable of Security/IA products such as PKI, VPN, firewalls, and intrusion detection systems. Analyzes and recommends resolution of security/IA problems on the basis of knowledge of the major IA products and services, an understanding of their limitations, and knowledge of the IA disciplines.

MINIMUM EDUCATION: Bachelor's degree in a related field.

COMMERCIAL JOB TITLE: CONFIGURATION MANAGEMENT SPECIALIST

MINIMUM/GENERAL EXPERIENCE: 3 years experience in developing and implementing information systems in federal government/commercial environments using structured development methodologies.

FUNCTIONAL RESPONSIBILITIES: Involved in identifying the configuration of hardware and software at given points in time, systematically controlling changes to their configuration, and maintaining the integrity and traceability of their configuration throughout the life cycle of the item. Provides technical support in establishing and maintaining the composition of items that identify an information system. Establishes and maintains a process for tracking the life cycle development of all hardware re implementation and software development efforts. Maintains continuity of products while ensuring conformity to all customer directives and regulations. Oversees formal and informal documentation reviews and makes recommendations consistent with program direction.

MINIMUM EDUCATION: Associate's degree; Bachelor's degree preferred.

COMMERCIAL JOB TITLE: CONSULTANT

MINIMUM/GENERAL EXPERIENCE: 7 years of experience in information systems and technologies in engineering, product development and/or IS/IT management. Conversant in several technical fields. Solid foundation in business and technology strategy and implementation. Excellent interpersonal skills. Ability to relate to executives and to technical staff. Excellent oral and written communications.

FUNCTIONAL RESPONSIBILITIES: Work with enterprise clients and the engagement team in the role of team member, business analyst, and strategy resource. Provide guidance and direction for areas requiring innovation, or research, or tasks involving policy at a high level affecting large organizations or populations. Provide a clear picture for the customer of the technical architecture, plus business and application integration. Direct the analysis of available options, their inherent features and drawbacks, and an understanding of the deployment opportunities and challenges. Conduct business and technical audits, develop business requirements documents, supervise technical staff, and manage project timelines and resources. Assist in the delivery of project initiatives.

MINIMUM EDUCATION: Bachelor's degree in computer science, information systems, engineering, business, or other scientific or technical discipline directly related to the labor category.

COMMERCIAL JOB TITLE: CONTRACTS SPECIALIST, SENIOR

MINIMUM/GENERAL EXPERIENCE: 7 years experience in contracting practices and requirements, and company policies and procedures. Strong knowledge of FAR, DFAR, and other governmental regulations.

FUNCTIONAL RESPONSIBILITIES: Demonstrates proficiency in the formation and administration of prime contracts, or subcontracts – including competitive bid processes. Negotiates change orders and administers medium risk contracts. Prepares special reports and analyses as required. May provide work leadership for lower level employees.

MINIMUM EDUCATION: Bachelor's degree.

COMMERCIAL JOB TITLE: DATABASE ADMINISTRATOR, ASSOCIATE

MINIMUM/GENERAL EXPERIENCE: 0-3 years of technical experience in administration, analysis, and programming of computerized databases. Competent to work in most phases of database management.

FUNCTIONAL RESPONSIBILITIES: Under general direction, designs, implements, and maintains moderately complex databases with respect to the operating system, access methods, access time, device allocation, validation checks, organization, and statistical methods. Maintains database dictionaries and integrated system through database design.

MINIMUM EDUCATION: Associate's degree.

COMMERCIAL JOB TITLE: DATABASE ADMINISTRATOR

MINIMUM/GENERAL EXPERIENCE: 4 years of technical experience in administration, analysis, and programming of computerized databases. Competent to work in most phases of database management.

FUNCTIONAL RESPONSIBILITIES: Under general direction, designs, implements, and maintains moderately complex databases with respect to the operating system, access methods, access time, device allocation, validation checks, organization, and statistical methods. Maintains database dictionaries and integrated system through database design.

MINIMUM EDUCATION: Bachelor's degree.

COMMERCIAL JOB TITLE: DATABASE ENGINEER II

MINIMUM/GENERAL EXPERIENCE: At least 5 years experience in database administration on large scale computer systems including implementation of major version change with COTS RDBMS. Requires skills in verbal and written communications. It also requires initiative, imagination, analytical ability and the ability to deal tactfully and effectively with customers. Two years experience with trusted databases is desirable.

FUNCTIONAL RESPONSIBILITIES: Manages the development of data base projects. Plans and budgets staff and data base resources. As necessary, reallocates resources to maximize benefits. Prepares and delivers presentations on Data Base Management Systems (DBMS) concepts. Provides daily supervision and direction to support staff. Evaluates and designs existing or proposed systems to structure and access data bases. Analyzes data base requirements of the user department, applications programming and operations for all requirements. Submits recommendations for solutions that require definition of the physical structure and functional capabilities of data bases and require data security and data backup/recovery specifications. Proposes detailed specifications and flowcharts and coordinates installation of revised or new systems.

MINIMUM EDUCATION: Bachelor's degree in computer science, electronics, mathematics or computer related field.

COMMERCIAL JOB TITLE: EXECUTIVE INFORMATION TECHNOLOGY CONSULTANT

MINIMUM/GENERAL EXPERIENCE: 10 years experience in directing and managing IT-oriented strategic plans, policies, programs, technology support services, network communications, and business intelligence systems.

FUNCTIONAL RESPONSIBILITIES: Manages and implements large, complex information technology systems. Experienced in advising senior executives on effective utilization of information technology systems and reengineering to meet business objectives. Identify user requirements and describe services available or refer inquiries to other staff within installation. Provides technical support of a limited scope to users and assist them in defining and solving computing problems within well-defined areas of responsibility. Assists in preparing documentation of supported products for other staff members and users. Assists in preparing user training materials and conduct training sessions as assigned. Perform programming tasks of limited scope to assist users.

MINIMUM EDUCATION: Master's degree in a related field.

COMMERCIAL JOB TITLE: FUNCTIONAL ANALYST

MINIMUM/GENERAL EXPERIENCE: 2 years experience in working with users to determine functional requirements then translate them into functional designs and requirements for the end user.

FUNCTIONAL RESPONSIBILITIES: Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task.

MINIMUM EDUCATION: Bachelor's degree in a related field.

COMMERCIAL JOB TITLE: HELP DESK SPECIALIST, ASSOCIATE

MINIMUM/GENERAL EXPERIENCE: 0-3 years experience in an information management support function. Experience with commonly used IT hardware and software including PCs, word-processing software, printers, and small network devices desired.

FUNCTIONAL RESPONSIBILITIES: Provides Help Desk assistance including answering phones. Opens trouble tickets to track and resolve user problems. Maintains an audit trail and records all problems and conditions reported by the client. Assists in gathering information to respond to client questions and reported problems. Assists users in locating desired material. Assists supervisor in organization and reporting to complete assignments Apprises supervisor of progress of tasks; identifies problem areas and recommends solutions. Generates daily statistical reports. Performs other administrative and clerical duties as required.

MINIMUM EDUCATION: Associate's degree.

COMMERCIAL JOB TITLE: HELP DESK SPECIALIST

MINIMUM/GENERAL EXPERIENCE: 3 years experience and a wide range of skills and knowledge in computer hardware and software, as well as networking systems in use at customer sites. Requires experience in the set-up, configuration, use, and troubleshooting of computer

hardware and software. Experienced and trained in the operation and day-to-day activities of a Help Desk supporting enterprise-wide networks.

FUNCTIONAL RESPONSIBILITIES: Responsible for providing support to end-user community on hardware, software and network related problems, questions, and use. Provides first level problem resolution on the telephone with users; walks the user through a series of steps to determine problem and classify level, priority, and nature of problem. If not able to diagnose problem and/or problem requires physical interaction with end-user dispatches field engineers from appropriate team. Opens, tracks and closes trouble tickets; ensures problem ownership and promotes end-user satisfaction; tracks activities of field engineers to whom tickets were assigned.

MINIMUM EDUCATION: Bachelor's degree in computer science or other related field.

COMMERCIAL JOB TITLE: INFORMATION TECHNOLOGY ENGINEER

MINIMUM/GENERAL EXPERIENCE: 7 years technical experience, including design and implementation, user support and troubleshooting. Solid foundation in technology and implementation. Extensive knowledge of computers, network hardware and software applications. Demonstrated successful technical consulting, and applications development support for information technology and eBusiness clients.

FUNCTIONAL RESPONSIBILITIES: Work with enterprise clients and the engagement team in the role of technical lead. Develop technical requirements and specification documents, deliver design and architecture solutions; supervise technical staff. Provide technical consulting, expert guidance and direction. Responsible for the operational integrity of the solution and for ensuring that the technical solution meets business requirements.

MINIMUM EDUCATION: Bachelor's degree in Information Systems, Engineering, Computer Science, Business Management, or related field; Master's degree preferred.

COMMERCIAL JOB TITLE: JUNIOR ARCHITECT

MINIMUM/GENERAL EXPERIENCE: At least 4 years experience in systems design of large scale computer systems including implementation of new and reengineered business functions. Requires skills in verbal and written communications. It also requires initiative, imagination, analytical ability and the ability to deal tactfully and effectively with customers in both a group and one-on-one situation. At least 2 years experience with automated graphical tools is required. 1 year experience with trusted databases is desirable.

FUNCTIONAL RESPONSIBILITIES: This position is responsible for using various modeling techniques to communicate the essence of a business system design. Must effectively take business functions and their related information needs and produce a system architecture and initial process design. This position must also be able to design, in the form of an architecture diagram, a structure that summarizes the structure of a system graphically to act as a framework for subsequent work. Works very closely with senior level architects.

MINIMUM EDUCATION: Bachelor's degree in Computer Science or related technical field.

COMMERCIAL JOB TITLE: KNOWLEDGE MANAGEMENT SME

MINIMUM/GENERAL EXPERIENCE: 11 years experience in providing an integrated approach to identifying, capturing, evaluating, retrieving, and sharing organizational knowledge and helping the organization to achieve its objectives by making the best use of its information assets.

FUNCTIONAL RESPONSIBILITIES: Provides extremely high level subject matter expertise for work described in the program/task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems which require doctorate level knowledge of the subject matter for effective implementation. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task order requirements. Provides advice on esoteric problems which require extensive knowledge of the subject matter. Designs and prepares technical reports, studies, and related documentation, makes charts and graphs to record results, prepares and delivers presentations, training, and briefings as required by the task order.

MINIMUM EDUCATION: Master's degree in a related field.

COMMERCIAL JOB TITLE: LOGISTICS SPECIALIST

MINIMUM/GENERAL EXPERIENCE: 3 years experience in various logistics support functions and their automated support systems involving maintenance, personnel, training, equipment, test equipment, technical and logistics data, facilities support, supply support, and warehousing.

FUNCTIONAL RESPONSIBILITIES: Prepares logistics support documentation and source data, such as operational and user documents, logistics support summaries, and logistics implementation plans. Implements logistics plans, databases, and support files for new and existing information systems. Applies logistics principles and methods to specialized logistics solutions. Performs logistics database management functions. Works independently.

MINIMUM EDUCATION: Associate's degree.

COMMERCIAL JOB TITLE: MANAGED SYSTEMS ENGINEER, SENIOR

MINIMUM/GENERAL EXPERIENCE: 7 years experience conducting security assessments, evaluating IA Security systems and applying DoD Security Technical Implementation Guides (STIG), conducting security scans, and drafting and maintenance of related security documents

FUNCTIONAL RESPONSIBILITIES: Under general direction, oversees the operational planning, establishment, execution, and evaluation of a multifaceted IT program/project typically consisting of a set of closely related subprograms or associated activities. Oversees fiscal, operational, administrative, and human resources management of the program; seeks and develops outside funding sources, serves as principal point of representation and liaison with external constituencies on operational matters, and provides day-to-day technical/professional guidance and leadership as appropriate to the area of expertise.

MINIMUM EDUCATION: Bachelor's degree in a related field.

COMMERCIAL JOB TITLE: MICROSTRATEGY BUSINESS INTELLIGENCE ARCHITECT

MINIMUM/GENERAL EXPERIENCE: 11 years experience in utilizing the BI platform MicroStrategy, enabling business units to trend, analyze and identify a problem and/or understand more about a business scenario.

FUNCTIONAL RESPONSIBILITIES: Provides subject matter expertise in the implementation and configuration of the MicroStrategy tool. Provides technical assessments on existing and new implementations. Provides guidelines and advice in the architecture of MicroStrategy schema objects. Advises the development team in the creation and manipulation of filters, metrics, templates, transformations, reports, dashboards and application objects. Applies knowledge to improve interoperability among the MicroStrategy Desktop, MicroStrategy Intelligent Server, MicroStrategy Web Server and the different OS and Web systems. Utilizes application knowledge to monitor the log files and monitor the enterprise usage for proper configuration. Proactively tests and monitors the system to prevent failures and ensure maximum performance. Knows and utilizes special tools not available in the market like SCAN MD, COM Browser and SDK tools to make development, testing and execution bug free. Utilizes the Command Manager tool to script instructions for faster development and utilizes Integrity Manager for backwards compatibility and process control before moving code to production.

MINIMUM EDUCATION: Master's degree in a related field.

COMMERCIAL JOB TITLE: OPERATIONS INTEGRATOR, INTERMEDIATE

MINIMUM/GENERAL EXPERIENCE: 6 years experience in custom integrations between internal systems and systems that are part of an infrastructure including scheduling applications, CRM tools and reporting systems.

FUNCTIONAL RESPONSIBILITIES: Provides subject matter expertise for work described in the program/task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems which require knowledge of the subject matter for effective implementation. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task order requirements. Provides advice on esoteric problems which require extensive knowledge of the subject matter. Designs and prepares technical reports, studies, and related documentation, makes charts and graphs to record results, prepares and delivers presentations, training, and briefings as required by the task order.

MINIMUM EDUCATION: Bachelor's degree in a related field.

COMMERCIAL JOB TITLE: OPERATIONS INTEGRATOR, SENIOR

MINIMUM/GENERAL EXPERIENCE: 11 years experience in custom integrations between internal systems and systems that are part of an infrastructure including scheduling applications, CRM tools and reporting systems.

FUNCTIONAL RESPONSIBILITIES: Provides high level subject matter expertise for work described in the program/task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis,

design, integration, documentation, training, and implementation advice on complex problems which require doctorate level knowledge of the subject matter for effective implementation. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task order requirements. Provides advice on esoteric problems which require extensive knowledge of the subject matter. Designs and prepares technical reports, studies, and related documentation, makes charts and graphs to record results, prepares and delivers presentations, training, and briefings as required by the task order.

MINIMUM EDUCATION: Master's degree in a related field.

COMMERCIAL JOB TITLE: OPERATIONS INTEGRATOR, PRINCIPAL

MINIMUM/GENERAL EXPERIENCE: 11 years experience in custom integrations between internal systems and systems that are part of an infrastructure including scheduling applications, CRM tools and reporting systems.

FUNCTIONAL RESPONSIBILITIES: Provides extremely high level subject matter expertise for work described in the program/task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems which require doctorate level knowledge of the subject matter for effective implementation. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task order requirements. Provides advice on esoteric problems which require extensive knowledge of the subject matter. Designs and prepares technical reports, studies, and related documentation, makes charts and graphs to record results, prepares and delivers presentations, training, and briefings as required by the task order.

MINIMUM EDUCATION: Master's degree in a related field.

COMMERCIAL JOB TITLE: OPERATIONS RESEARCH ANALYST, SENIOR

MINIMUM/GENERAL EXPERIENCE: 11 years experience strategic planning and research initiatives involving networks including network optimization, process improvement and sizing up opportunities from new initiatives. Build prototypes to demonstrate the benefits from proposed changes to the decision systems and operational processes.

FUNCTIONAL RESPONSIBILITIES: Provides extremely high level subject matter expertise for work described in the program/task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems which require doctorate level knowledge of the subject matter for effective implementation. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task order requirements. Provides advice on esoteric problems which require extensive knowledge of the subject matter. Designs and prepares technical reports, studies, and related documentation, makes charts and graphs to record results, prepares and delivers presentations, training, and briefings as required by the task order.

MINIMUM EDUCATION: Master's degree in a related field.

COMMERCIAL JOB TITLE: PROCESS IMPROVEMENT SME

MINIMUM/GENERAL EXPERIENCE: 11 years experience in conducting business process improvement, project identification, and training/coaching in process improvement.

FUNCTIONAL RESPONSIBILITIES: Provides extremely high level subject matter expertise for work described in the program/task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems which require doctorate level knowledge of the subject matter for effective implementation. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task order requirements. Provides advice on esoteric problems which require extensive knowledge of the subject matter. Designs and prepares technical reports, studies, and related documentation, makes charts and graphs to record results, prepares and delivers presentations, training, and briefings as required by the task order.

MINIMUM EDUCATION: Master's degree in a related field.

COMMERCIAL JOB TITLE: SECURITY ENGINEER I

MINIMUM/GENERAL EXPERIENCE: 3 years experience in providing information security expertise to large scale computer systems including recommendations for selecting operating systems, telecommunications, hardware, and software. This position requires a practical knowledge of automation systems and skills in verbal and written communications. It also requires initiative, imagination, analytical ability and the ability to deal tactfully and effectively with customers.

FUNCTIONAL RESPONSIBILITIES: Analyzes and defines INFOSEC security requirements for Multilevel Security (MLS) systems and non-MLS systems. Designs, develops, engineers, and implements solutions to MLS and non-MLS requirements. Gathers and organizes technical information about an organization's missions, goals, and requirements, existing security products, and ongoing programs in the INFOSEC arena.

MINIMUM EDUCATION: Bachelor's degree in computer science, electronics, mathematics or computer related field.

COMMERCIAL JOB TITLE: SECURITY ENGINEER II

MINIMUM/GENERAL EXPERIENCE: At least 5 years experience in providing information security expertise to large scale computer systems including recommendations for selecting operating systems, telecommunications, hardware, and software. This position requires 2 years experience with trusted operating systems and providing direction and oversight to junior system analysts. This position requires a practical knowledge of automation systems and skills in verbal and written communications. It also requires initiative, imagination, analytical ability and the ability to deal tactfully and effectively with customers.

FUNCTIONAL RESPONSIBILITIES: Analyzes user requirements and system capabilities to insure all aspects of physical security, personnel security, procedural security, hardware/software security, emanations security (TEMPEST), and communications security for stand-alone systems, mainframe systems (and their associated connecting terminals), and client/server systems are examined for Multilevel Security (MLS) systems and non-MLS systems. Must

insure that current NTIS or DOD computer security guidelines and regulations are addressed in the system life cycle development.

MINIMUM EDUCATION: Bachelor's degree in computer science, electronics, mathematics or computer related field.

COMMERCIAL JOB TITLE: SECURITY ENGINEER III

MINIMUM/GENERAL EXPERIENCE: At least 7 years experience in providing information security expertise to large scale computer systems including recommendations for selecting operating systems, telecommunications, hardware, and software. This position requires 3 years experience with trusted operating systems and providing direction and oversight to junior system analysts. This position requires a practical knowledge of automation systems and skills in verbal and written communications. It also requires initiative, imagination, analytical ability and the ability to deal tactfully and effectively with customers.

FUNCTIONAL RESPONSIBILITIES: Analyzes user requirements and system capabilities to insure all aspects of physical security, personnel security, procedural security, hardware/software security, emanations security (TEMPEST), and communications security for stand-alone systems, mainframe systems (and their associated connecting terminals), and client/server systems are examined for Multilevel Security (MLS) systems and non-MLS systems. Must insure that current NTIS or DOD computer security guide lines and regulations are addressed in the system life cycle development.

MINIMUM EDUCATION: Bachelor's degree in computer science, electronics, mathematics or computer related field; Master's degree preferred.

COMMERCIAL JOB TITLE: SENIOR ASSOCIATE

MINIMUM/GENERAL EXPERIENCE: 10 years education and/or management experience in the federal/commercial IT services business sector.

FUNCTIONAL RESPONSIBILITIES: Responsible for understanding federal government and commercial systems and services procurement processes, business development with federal agencies/commercial entities, and analyzing and implementing management processes for federal services and commercial businesses.

MINIMUM EDUCATION: Master's Degree in Computer Science, Information Systems, Operations Research, Management, or other discipline directly related to the labor category.

COMMERCIAL JOB TITLE: SENIOR CONSULTANT

MINIMUM/GENERAL EXPERIENCE: 10 years of experience in information systems and technologies in engineering, product development and/or IS/IT management. Conversant in several technical fields. Solid foundation in business and technology strategy and implementation. Excellent interpersonal skills. Ability to relate to executives and to technical staff. General experience includes translating customer needs into work requirements at varying levels of detail for large work groups. Demonstrated ability to integrate new ideas in order to leverage existing knowledge for solving customer problems. Possess excellent verbal and written communications skills.

FUNCTIONAL RESPONSIBILITIES: Responsible for the overall strategic technical vision for clients. Work with enterprise clients and the engagement team in the role of team leader, business analyst, and strategy resource. Provide expert guidance and direction at the highest possible expert and intellectual levels for areas requiring innovation, or research, or tasks involving policy at a high level affecting large organizations or populations. Provide a clear picture for the customer of the technical architecture, plus business and application integration. Direct the analysis of available options, their inherent features and drawbacks, and an understanding of the deployment opportunities and challenges. Conduct business and technical audits, develop business requirements documents, supervise technical staff, and manage project timelines and resources. Manages the technical output of other Consultants, or works independently on unstructured problems and issues involving multivariate factors based on factual or hypothetical data---solution may be innovative or original in nature. Guides others on solution paths for resolving problems. Establishes technical recommendations in situations where customer has conflicting advice. Provides functional guidance, supervision, technical support, training and quality assurance/quality control to Level I and Level II personnel. Supports senior staff as required and ensures customer requirements and project milestones are met.

MINIMUM EDUCATION: Bachelor's degree in computer science, information systems, engineering, business, or other scientific or technical discipline directly related to the labor category; Master's degree preferred.

COMMERCIAL JOB TITLE: NETWORK ARCHITECT II

MINIMUM/GENERAL EXPERIENCE: At least 6 years experience in systems design of large scale computer systems including implementation of new and reengineered business functions. Requires skills in verbal and written communications. It also requires initiative, imagination, analytical ability and the ability to deal tactfully and effectively with customers in both a group and one-on-one situation. At least 4 years experience with automated graphical tools is required. 3 years experience with trusted databases is desirable.

FUNCTIONAL RESPONSIBILITIES: This position is responsible for using various modeling techniques to communicate the essence of a business system design. Must effectively take business functions and their related information needs and produce a system architecture and initial process design. This position must also be able to design, in the form of an architecture diagram, a structure that summarizes the structure of a system graphically to act as a framework for subsequent work. Works very closely with executive and senior management in an organization.

MINIMUM EDUCATION: Bachelor's degree in Computer Science or related technical field. Advanced professional education and training in management principles and practices are desirable.

COMMERCIAL JOB TITLE: NETWORK ENGINEER I

MINIMUM/GENERAL EXPERIENCE: 3 years experience with at least one year of full-time experience directly related to the implementation and maintenance of local and wide area network application systems; or completion of a job training program in networks or data communications certified by Novell, Microsoft.

FUNCTIONAL RESPONSIBILITIES: Requires expertise in the operation of network systems including LANs and WANs. Responsibilities do not include direct supervision of other positions but may serve as lead workers.

MINIMUM EDUCATION: Bachelor's degree in computer science, engineering, mathematics, or related field.

COMMERCIAL JOB TITLE: NETWORK ENGINEER II

MINIMUM/GENERAL EXPERIENCE: 5 years experience with at least 2 years of full-time experience directly related to the implementation and maintenance of local and wide area network application systems; or completion of a job training program in networks or data communications certified by Novell, Microsoft.

FUNCTIONAL RESPONSIBILITIES: Position requires specialized subject matter expertise in the operation of network systems including LANs and WANs. May serve as lead workers.

MINIMUM EDUCATION: Bachelor's degree in computer science, engineering, mathematics, or related field.

COMMERCIAL JOB TITLE: NETWORK ENGINEER III

MINIMUM/GENERAL EXPERIENCE: 7 years experience in network systems life cycle development and management practices. Must possess hands-on, technical experience in the past five years in conducting requirements analysis, system design, implementation n planning, and deployment of complex, multi-protocol, multi-site, large network systems. Requires hands-on experience and formal training in communications standards such as Ethernet, token ring, FDDI, Fast Ethernet, ATM, synchronous and asynchronous communications implemented using a wide variety of media to include optical fiber, coax, and twisted-pair cabling. Also, requires knowledge and experience in IPX/SPX, TCP/IP, SNMP, RIP, and RMON. Must have hands-on technical experience in network hubs, routers, bridges, file servers, and network operating systems such as Novell, Windows NT, and Banyan Vines. Last three years of experience must be in leading a team of network engineers and technicians in the analysis, design, implementation planning, installation, and deployment of large, complex, and multi-site computer and communications networks. 3 years supervisory experience is required.

FUNCTIONAL RESPONSIBILITIES: Applies knowledge of network protocols, architectures, equipment, services, standards and technology to various system engineering activities. Performs threat and vulnerability analyses of various network architectures, access configurations and hardware/software components. Develop appropriate security requirements and impact operations plans for existing and emerging technologies and services.

MINIMUM EDUCATION: Bachelor's degree in Computer Science or related technical field. Advanced professional education and training in management principles and practices are desirable.

COMMERCIAL JOB TITLE: NETWORK ADMINISTRATOR, ASSOCIATE

MINIMUM/GENERAL EXPERIENCE: 0-3 years experience operating personal computers of which one (1) year involves maintenance/upgrade of equipment.

FUNCTIONAL RESPONSIBILITIES: Under supervision, perform routine diagnostic/repair actions on automation equipment for both stand-alone and LAN-Based systems. Under supervision, maintain workstations and LAN computer software application configurations on multiple operating systems.

MINIMUM EDUCATION: Associate's degree in related subject.

COMMERCIAL JOB TITLE: NETWORK ADMINISTRATOR

MINIMUM/GENERAL EXPERIENCE: 5 years experience operating personal computers and other office automation equipment, maintenance/upgrade of equipment, and experience with Local Area Network administration.

FUNCTIONAL RESPONSIBILITIES: Evaluate, test, repair and install Local Area Network Systems. Perform major diagnostic/repair actions on automation equipment for both stand-alone and LAN-Based systems. Schedule ADPE maintenance per manufacturer requirements and maintain computer workstations and software application configurations.

MINIMUM EDUCATION: Bachelor's degree in related subject.

COMMERCIAL JOB TITLE: NETWORK ADMINISTRATOR, SENIOR

MINIMUM/GENERAL EXPERIENCE: 7 years experience operating personal computers and other office automation systems of which 5 years should involve maintenance/upgrade of computer hardware equipment, and extensive technical knowledge of client-server operations and procedures.

FUNCTIONAL RESPONSIBILITIES: Responsible for and provides technical guidance, in the overall design, procurement, installation, troubleshooting, upgrade and maintenance of the software and hardware associated with a Local Area Network (LAN). Determines and recommends current and future LAN hardware and software requirements. Responsible for coordinating and scheduling the tasks and activities of personnel working on-site.

MINIMUM EDUCATION: Bachelor's degree in Computer Science or related field.

COMMERCIAL JOB TITLE: PKI ENGINEER II

MINIMUM/GENERAL EXPERIENCE: 6 years experience with a strong fundamental knowledge in PKI Infrastructure on Windows and Unix based platforms and PKI policy and documentation. Strong communication skills and ability/willingness to work in a team environment is crucial.

FUNCTIONAL RESPONSIBILITIES: Areas of responsibility include engineering of PKI Infrastructure and client components based on IC and DoD standards. Performs system analysis, design, development, test and evaluation activities, ensures the integration of software, hardware, reliability, maintainability, safety, survivability, human and other requirements in the total engineering effort. Formulates operational concept, performs mission and functional analyses, conducts requirements and information analysis, cost-benefit analysis, system trade studies, and risk analysis. Selects system architecture, allocates requirements and prepares specifications. Develops and evaluates systems, networks and information systems to ensure designs meet applicable governmental security specifications. May provide system accreditation/certification evaluation and test support to ensure all technical security features (e.g., identification,

authentication, access control, labeling, and auditing) of the system are considered and function properly. May develop system security documentation on both new and fielded information systems.

MINIMUM EDUCATION: Bachelor's degree in Computer Science or related field; Master's degree preferred.

COMMERCIAL JOB TITLE: POLICY ANALYST III

MINIMUM/GENERAL EXPERIENCE: 8 years experience supporting clients in their Information Assurance (IA) training activities.

FUNCTIONAL RESPONSIBILITIES: Lend guidance and support to the IA staff with DIACAP certification and accreditation, IA vulnerability management compliance, IA workforce reporting, and incident handling and response. Lend training assistance in DoD policy interpretation and application. Prepare IA vulnerability management reporting, status, and verification. Experience with incident response processes and procedures, including forensics and investigations. Knowledge of IA Management (IAM) and IA Technical (IAT) qualifications and criteria. Ability to interpret and apply DoD policy requirements, DIACAP, IA Workforce, including DoD 8570.01-M.

MINIMUM EDUCATION: Bachelor's degree in Computer Science or related field; Master's degree preferred.

COMMERCIAL JOB TITLE: PRINCIPAL BUSINESS PROCESS REENGINEERING SPECIALIST

MINIMUM/GENERAL EXPERIENCE: 10 years experience in BPR methodologies to define improvements and new initiatives for client mission critical systems. Must have modeled the activities, workflows, and data used in client processes, developed measurement criteria, eliminated no-value added activities, and developed new process prototypes. Experience in the use of Computer Aided Software Engineering (CASE) tools to generate process prototypes is required. Strong client communication skills are required.

FUNCTIONAL RESPONSIBILITIES: Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Responsible for effective transitioning of existing project teams and the facilitation of project teams in the accomplishment of project activities and objectives. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts.

MINIMUM EDUCATION: Bachelor's degree in Computer Science or related technical field; Master's degree preferred.

COMMERCIAL JOB TITLE: PROGRAM DIRECTOR

MINIMUM/GENERAL EXPERIENCE: At least 20 years leadership experience in a work environment of multiple, large, complex projects.

FUNCTIONAL RESPONSIBILITIES: Determines and formulates policies and business strategies for client organizations. Plans, directs, and coordinates operational activities at the highest level of management with the help of subordinate managers. Coordinates communications between client organization's senior management personnel and the contractor organization in addition to serving as a senior subject matter expert in the task related field.

MINIMUM EDUCATION: Master's degree; PhD preferred. Must hold PMP or equivalent documented work experience.

COMMERCIAL JOB TITLE: PROGRAM MANAGER

MINIMUM/GENERAL EXPERIENCE: 10 years practical experience in defining, developing, and managing government and private programs in accord with project management processes and procedures. Previous experience in a multi-disciplinary methodological and technical environment is required. Excellent client interface, coordination and verbal/written communications skills. Must have the ability to work independently, proactively and with sensitivity to cultural, political, and organizational considerations.

FUNCTIONAL RESPONSIBILITIES: The Program Manager serves as the Project Manager on multi-contractor Project Management engagements developing, implementing and operating project and program management functions as outlined by PMI. The Program Manager leads the establishment of a common framework, processes, procedures, tools, measurement and reporting of project operations consistent with the governing lifecycle methodologies. During operational cycles, responsible for proactive data collection, data analyses, tracking, monitoring and control, reporting, action item/issue coordination and execution of concurrent projects. These activities include the following management disciplines: Risk & Issue Management, Quality Assurance, Stakeholder Management, Requirements Development (business, systems, and training), Business Analysis, and Functional Design, Testing, Implementation and on-going support for new systems needs.

MINIMUM EDUCATION: Master's degree in computer science, engineering, mathematics, business, or related field; PMP preferred.

COMMERCIAL JOB TITLE: PROJECT MANAGER

MINIMUM/GENERAL EXPERIENCE: 7 years experience in the design, development, and implementation of business or computer systems and programs. At least three years acting in a management role of a large multi-task project, including supervision of employees. Working knowledge of federal and commercial contract and procurement regulations.

FUNCTIONAL RESPONSIBILITIES: Develop overall work plans, schedules, evaluation criteria, and assist in utilizing resources in the most effective and efficient manner; confer with personnel in feasibility studies, systems, planning equipment scheduling, and activities as assigned. Enforce established applications programming, and documentation; review the work effectiveness, task effectiveness and compatibility with other projects in related areas; supervise the preparation and administration of the budget for assigned areas of responsibility; participate in the preparation of the budget; develop, review, and enforce policies, practices and standards, including programming and documentation standards; review technical training needs for subordinate staff, plan activities implement training courses as appropriate and assure attendance by appropriate staff as required; maintain liaison with management and government personnel;

communicate, coordinate, and cooperate with staff members to assure that the Network and Information Services is operating at maximum efficiency; supervise and participate in the selection, training, and evaluation of staff members; perform related duties as assigned.

MINIMUM EDUCATION: Bachelor's degree in computer science, engineering, mathematics, business, or a related field; PMP preferred.

COMMERCIAL JOB TITLE: SENIOR ARCHITECT

MINIMUM/GENERAL EXPERIENCE: 10 years experience in the design, development, and implementation of business or computer systems and programs. At least six years acting in a management role of a large multi-task program. Familiarity with federal and commercial contract and procurement regulations.

FUNCTIONAL RESPONSIBILITIES: Develop overall work plans, schedules, evaluation criteria, and assist in utilizing resources in the most effective and efficient manner; confer with personnel in feasibility studies, systems, planning equipment scheduling, and activities as assigned. Enforce established applications programming, and documentation; review the work effectiveness, task effectiveness and compatibility with other projects in related areas; supervise the preparation and administration of the budget for assigned areas of responsibility; participate in the preparation of the budget; develop, review, and enforce policies, practices and standards, including programming and documentation standards; review technical training needs for subordinate staff, plan activities implement training courses as appropriate and assure attendance by appropriate staff as required; maintain liaison with management and government personnel; communicate, coordinate, and cooperate with staff members to assure that the Network and Information Services is operating at maximum efficiency; supervise and participate in the selection, training, and evaluation of staff members; perform related duties as assigned.

MINIMUM EDUCATION: Bachelor's degree in computer science, engineering, mathematics, business, or a related field; Master's degree preferred.

COMMERCIAL JOB TITLE: SENIOR INFORMATION TECHNOLOGY EXPERT

MINIMUM/GENERAL EXPERIENCE: 10 years experience information technology programming and systems analysis.

FUNCTIONAL RESPONSIBILITIES: The senior IT expert manages the project work as defined by the client contract. Leads medium to large complex projects and major phases of very large projects. The senior consultant also manages the fact-finding, analysis and development of hypothesis/conclusions, production of final reports and delivery of presentations. Responsible for ensuring that the project delivers to client expectations on time and to budget.

MINIMUM EDUCATION: Bachelor's degree in a related field.

COMMERCIAL JOB TITLE: SENIOR SYSTEMS ANALYST

MINIMUM/GENERAL EXPERIENCE: 6 years experience in providing information expertise to large scale computer systems including recommendations for selecting operating systems, telecommunications, hardware, and software. This position requires 3 years experience with trusted operating systems and providing direction and oversight to junior system analysts. This position requires a practical knowledge of automation systems and skills in verbal and written

communications. It also requires initiative, imagination, analytical ability and the ability to deal tactfully and effectively with customers.

FUNCTIONAL RESPONSIBILITIES: Works on intense, complex application problems involving all phases of systems analysis to provide solutions. Provides technical support for secure software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards. Based on a review of current policy, doctrine and regulations, provide recommendations for consolidating or developing policy and procedures at the mid-management level. Applies knowledge of current policy at the national structure, roles of major organizations how they interrelate and interact, and shortcomings in this structure. Reviews and recommends solutions to customer problems based on an understanding of how products and services interrelate and support the mission and the viewpoints of the consumers of those products and services. Analyzes and recommends resolution of problems based on knowledge of the major products and services, an understanding of their limitations, and a working knowledge of the disciplines.

MINIMUM EDUCATION: Bachelor's degree in computer science, electronics, mathematics or computer related field; Master's degree preferred.

COMMERCIAL JOB TITLE: SUBJECT MATTER EXPERT

MINIMUM/GENERAL EXPERIENCE: More than 10 years experience in subject matter expertise related to the task.

FUNCTIONAL RESPONSIBILITIES: Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional analysis, design, integration, documentation, training, and implementation advice on complex problems that require higher level knowledge of the subject matter for effective implementation. Participates as needed in all phases of development with emphasis on the planning, analysis, testing, integration, documentation, training, and presentation phases. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task requirements. Provides advice on esoteric problems that require extensive knowledge of the subject matter. Designs and prepares technical reports, studies, and related documentation, makes charts and graphs to record results, prepares and delivers presentations, training, and briefings as required by the task.

MINIMUM EDUCATION: Master's degree in computer science, electronics, mathematics, business, or computer related field; PhD preferred.

COMMERCIAL JOB TITLE: SYSTEMS ADMINISTRATOR, ASSOCIATE

MINIMUM/GENERAL EXPERIENCE: 0-3 years experience in systems administration on large scale computer systems including implementation of major version change with COTS RDBMS. Requires skills in verbal and written communications. It also requires initiative, imagination, analytical ability and the ability to deal tactfully and effectively with customers. 1 year experience with trusted databases is desirable.

FUNCTIONAL RESPONSIBILITIES: Performs functions necessary to maintain overall security responsibility for the entire multi-user system. This includes major system level functions such as adding and deleting users, allocating resources, and backing up the system. Grants system

access through user Ids and passwords. Works very closely with the database administrator and the systems programmers.

MINIMUM EDUCATION: Associate's degree in computer related field.

COMMERCIAL JOB TITLE: SYSTEMS ADMINISTRATOR

MINIMUM/GENERAL EXPERIENCE: 5 years experience in systems administration on large scale computer systems including implementation of major version change with COTS RDBMS. Requires skills in verbal and written communications. It also requires initiative, imagination, analytical ability and the ability to deal tactfully and effectively with customers. 2 years experience with trusted databases is desirable.

FUNCTIONAL RESPONSIBILITIES: Performs functions necessary to maintain overall security responsibility for the entire multi-user system. This includes major system level functions such as adding and deleting users, allocating resources, and backing up the system. Grants system access through user Ids and passwords. Works very closely with the database administrator and the systems programmers.

MINIMUM EDUCATION: Bachelor's degree in computer science, electronics, mathematics or computer related field.

COMMERCIAL JOB TITLE: SYSTEMS ENGINEER II

MINIMUM/GENERAL EXPERIENCE: 5 years experience with progressively more difficult systems development responsibility including a minimum of 5 years of systems analysis including acting as lead analyst for development of and information system. This position requires a sound and thorough theoretical and practical knowledge of automation systems. Requires skills in verbal and written communications. It also requires initiative, imagination, analytical ability and the ability to deal tactfully and effectively with customers. Previous work with federal government agencies is desirable.

FUNCTIONAL RESPONSIBILITIES: Performs activities associated with the design and implementation of information system. Analyzes, designs, integrates, and documents automation systems and micro systems and applications. Performs tasks involved with the integration of electronic processes or methodologies to resolve total system problems, or technology problems as they relate to customer requirements. Analyzes information security requirements. Applies analytical and systematic approaches in the resolution of problems of work flow, organization, and planning. Directs and assists system engineers in the application of IT principles to the solution of secure systems design problems.

MINIMUM EDUCATION: Bachelor's degree in computer science, electronics, mathematics, engineering, business administration or computer related field.

COMMERCIAL JOB TITLE: SYSTEMS INTEGRATOR/ARCHITECT

MINIMUM/GENERAL EXPERIENCE: 6 years experience in architecture solutions which may include architecture visions, principles, roadmaps, design, system documentation, and architecture approvals.

FUNCTIONAL RESPONSIBILITIES: Performs a variety of complex project tasks applied to specialized technology problems. Tasks involve integration of electronic processes or methodologies to resolve total system problems or technology problems. Applies analytical and systematic approaches in the resolution of problems of work flow, organization, and planning. Directs and assists system engineers in the application of system engineering principles to the solution of secure systems design problems. Expert knowledge of LANs, WANs, VPNs, routers, firewalls, network protocols, and other security and network operations and monitoring, vulnerability analysis, PKI, data encryption, key management, data warehousing, and data mining capabilities.

MINIMUM EDUCATION: Bachelor's degree in a related field.

COMMERCIAL JOB TITLE: SYSTEMS INTEGRATOR/DATA ENGINEER

MINIMUM/GENERAL EXPERIENCE: 6 years' experience in developing end-to-end system design for specific data warehouse applications to include reviewing and understanding existing data workflows in order to create detailed design specifications for the extraction, transformation and load processes.

FUNCTIONAL RESPONSIBILITIES: Provides extremely high level subject matter expertise for work described in the program/task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems which require doctorate level knowledge of the subject matter for effective implementation. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task order requirements. Provides advice on esoteric problems which require extensive knowledge of the subject matter. Designs and prepares technical reports, studies, and related documentation, makes charts and graphs to record results, prepares and delivers presentations, training, and briefings as required by the task order.

MINIMUM EDUCATION: Bachelor's degree in a related field.

COMMERCIAL JOB TITLE: TASK ORDER MANAGER

MINIMUM/GENERAL EXPERIENCE: Requires a minimum of 3 years' experience.

FUNCTIONAL RESPONSIBILITIES: Responsible for the overall management of the specific task order(s) and insuring that the technical/financial solutions and schedules in the specific task orders are implemented in a timely manner. Organizes, directs and coordinates the planning and production of all activities associated with assigned task order projects. Administers commercial and government contracts in accordance with company policies and legal requirements. Manages contract administration staff and provides guidance on complex contracts. Relies on experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected. Demonstrates competent writing and oral communication skills. Ensures quality products and services are delivered.

MINIMUM EDUCATION: Bachelor's degree in related field.

COMMERCIAL JOB TITLE: TECHNICAL WRITER SENIOR

MINIMUM/GENERAL EXPERIENCE: Requires a minimum of 3 years experience serving as technical writer/editor in the information technology and/or systems engineering fields. Must possess excellent written and oral communications skills. Requires the ability to interface with both technical and non-technical personnel. Requires understanding of the general principals involved in computers and communications systems. Also requires knowledge and understanding of technical terminology. Must have hands -on experience in the development and maintenance of life cycle management documentation.

FUNCTIONAL RESPONSIBILITIES: Interfaces with systems analysts, engineers, and other technical personnel to develop life cycle management documentation for small to large scale system development and operations activities. These documents include but are not limited to requirements analysis and definition, system design, specifications definitions, interface definitions, test plans, operators manual, user manuals, and maintenance manuals. Coordinates, develops, tracks, and ensures the timely completion of all project deliverables.

MINIMUM EDUCATION: Bachelor's degree in English or related field.

COMMERCIAL JOB TITLE: TRAINING DEVELOPMENT SPECIALIST, SENIOR

MINIMUM/GENERAL EXPERIENCE: At least 7 years experience in delivering classroom style training to multiple recipients.

FUNCTIONAL RESPONSIBILITIES: Leads the development and delivery of training, outreach and facilitation programs in support of complex products and systems for clients. Works with clients to establish overall curriculum development, learning objectives and training platforms. Evaluates the effectiveness of existing training programs. Oversees the designs and development of interactive courseware for client training using multiple technologies. Ensures integrity of task analysis, training requirements, training hierarchies, instruction materials, and evaluation plans. Interacts with client and subject matter experts to ensure technical accuracy of instructions content. As necessary, provides specialized technical assistance to implement training architectures and compliance with industry/government.

MINIMUM EDUCATION: Bachelor's degree; Master's degree preferred.

IT LABOR CATEGORY RATES

Labor Category Titles	Contractor Site	Client Site
ADMINISTRATIVE SPECIALIST	\$ 60.30	\$ 52.16
CERTIFICATION AND ACCREDITATION SPECIALIST I	\$ 110.03	\$ 95.17
CERTIFICATION AND ACCREDITATION SPECIALIST II	\$ 124.16	\$ 107.38
CERTIFICATION AND ACCREDITATION SPECIALIST III	\$ 155.19	\$ 134.22
CONFIGURATION MANAGEMENT SPECIALIST	\$ 73.42	\$ 63.50
CONSULTANT	\$ 101.12	\$ 87.46
CONTRACTS SPECIALIST, SENIOR	\$ 116.00	\$ 100.33
DATABASE ADMINISTRATOR	\$ 73.42	\$ 63.50
DATABASE ADMINISTRATOR ASSOCIATE	\$ 63.66	\$ 55.06
DATABASE ENGINEER II	\$ 109.03	\$ 94.31
HELP DESK SPECIALIST	\$ 63.66	\$ 55.06
HELP DESK SPECIALIST ASSOCIATE	\$ 55.32	\$ 47.84
INFORMATION TECHNOLOGY ENGINEER	\$ 136.90	\$ 118.40
JUNIOR ARCHITECT	\$ 104.19	\$ 90.12
LOGISTICS SPECIALIST	\$ 50.18	\$ 43.40
NETWORK ADMINISTRATOR	\$ 63.66	\$ 55.06
NETWORK ADMINISTRATOR ASSOCIATE	\$ 55.32	\$ 47.84
NETWORK ADMINISTRATOR SENIOR	\$ 73.42	\$ 63.50
NETWORK ARCHITECT II	\$ 145.37	\$ 125.74
NETWORK ENGINEER I	\$ 72.84	\$ 63.00
NETWORK ENGINEER II	\$ 84.80	\$ 73.35
NETWORK ENGINEER III	\$ 110.24	\$ 95.35
PKI ENGINEER II	\$ 122.13	\$ 105.63
POLICY ANALYST III	\$ 109.03	\$ 94.31
PRINCIPAL BPR SPECIALIST	\$ 164.41	\$ 142.20
PROGRAM DIRECTOR	\$ 226.79	\$ 196.15
PROGRAM MANAGER	\$ 179.14	\$ 154.94
PROJECT MANAGER	\$ 164.25	\$ 142.06
SECURITY ENGINEER I	\$ 115.09	\$ 99.54
SECURITY ENGINEER II	\$ 127.20	\$ 110.02
SECURITY ENGINEER III	\$ 155.19	\$ 134.22
SENIOR ARCHITECT/SENIOR PROJECT MANAGER	\$ 199.65	\$ 172.68
SENIOR ASSOCIATE	\$ 125.27	\$ 108.35
SENIOR CONSULTANT	\$ 115.37	\$ 99.78
SENIOR SYSTEMS ANALYST	\$ 125.22	\$ 108.30
SUBJECT MATTER EXPERT	\$ 245.71	\$ 212.51
SYSTEMS ADMINISTRATOR	\$ 73.42	\$ 63.50
SYSTEMS ADMINISTRATOR ASSOCIATE	\$ 63.66	\$ 55.06
SYSTEMS ENGINEER II	\$ 109.03	\$ 94.31
TECHNICAL WRITER SENIOR	\$ 69.38	\$ 60.01

TRAINING DEVELOPMENT SPECIALIST, SENIOR	\$ 133.18	\$ 115.19
MANAGED SYSTEMS ENGINEER, SENIOR		\$ 74.16
FUNCTIONAL ANALYST		\$ 56.43
COMPUTER SECURITY SYSTEMS SPECIALIST, ASSOCIATE		\$ 65.25
COMPUTER SECURITY SYSTEMS SPECIALIST, INTERMEDIATE		\$ 75.40
COMPUTER SECURITY SYSTEMS SPECIALIST, LEAD		\$ 94.78
BUSINESS CASE ANALYST		\$ 73.88
SENIOR INFORMATION TECHNOLOGY EXPERT		\$ 141.00
EXECUTIVE INFORMATION TECHNOLOGY CONSULTANT		\$ 148.50
PRINCIPAL OPERATIONS INTEGRATOR		\$ 116.19
SENIOR OPERATIONS INTEGRATOR		\$ 116.19
INTERMEDIATE OPERATIONS INTEGRATOR		\$ 85.67
SENIOR OPERATIONS RESEARCH ANALYST		\$ 116.19
MICROSTRATEGY BUSINESS INTELLIGENCE ARCHITECT		\$ 120.34
KNOWLEDGE MANAGEMENT SME		\$ 116.19
PROCESS IMPROVEMENT SME		\$ 116.19
CHANGE MANAGEMENT SME		\$ 95.45
SYSTEMS INTEGRATOR/DATA ENGINEER		\$ 100.13
SYSTEMS INTEGRATOR/ARCHITECT		\$ 64.81
TASK ORDER MANAGER		\$ 46.97
CAPITAL/STRATEGIC PLANNER		\$ 98.26